

About College & Research Libraries

MANUSCRIPT PREPARATION

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INSTRUCTIONS FOR AUTHORS

1. Submit original, unpublished manuscripts only. Authors are responsible for the accuracy of the statements included. Papers presented at a conference should be identified with the conference name and date in the cover letter.

2. Manuscripts should be machine-printed and double-spaced. Three copies should be provided. Disk copy will be requested from authors for accepted articles. Virtually any MS-DOS disk can be processed. Authors' titles, names, and affiliations should appear on a cover page only. Do not repeat this information in the text. Using key words from the title, put a header or footer on each page and include the page number. A 75- to 100-word abstract should precede the body of the article. Although longer works may be considered, 1,000- to 5,000-word manuscripts are most suitable.

3. Clear, simple prose enhances the presentation of ideas and opinions. The editor especially encourages writing in the active voice.

4. Local peer review increases a manuscript's quality. Distribute the paper to colleagues, discuss it, and make revisions based on their commentaries.

5. Spelling will follow *Random House Webster's College Dictionary*. First spellings will be preferred. Proper names should be checked in appropriate sources.

6. *College & Research Libraries* follows *The Chicago Manual of Style*, 14th ed., rev. (Chicago: University of Chicago Pr., 1993) for capitalization, punctuation, quotations, tables, captions, and elements of bibliographic style.

7. The author is responsible for verifying all citations carefully. Bibliographical references should be consecutively numbered throughout the manuscript. Double-spaced endnotes should appear

on separate pages at the end of the article. Use regular aligned numbers (1., 2., etc.) not superscripts.

8. C&RL follows the *Chicago* style of volume (date): pages. For example:

1. Larry R. Oberg, Mary Kay Schleiter, and Michael Van Houten, "Faculty Perceptions of Librarians at Albion College: Status, Role, Contribution, and Contacts," *College & Research Libraries* 50 (Mar. 1989): 215-30.

First mention of an article should use the author's full name; subsequent mentions will be by last name only.

9. Subsequent references should utilize surname, brief title, and page reference. If no other reference intervenes, "Ibid." will be used. Do not underline "Ibid." *Op. cit.* and *loc. cit.* are not used. For citations to book or journal page numbers, use 217-19 not p.217-19. For example:

13. Oberg, Schleiter, and Van Houten, "Faculty Perceptions," 217-19.

Consult C&RL for further examples.

10. Tables and illustrations should appear on separate pages at the end of the paper. Indicate desired placement by adding an instruction, such as (Insert table 2), in parenthesis. Each illustration or table should have a number and a brief title. Tables should be double-spaced and should follow examples in *The Chicago Manual of Style*.

11. Submit original, camera-ready art for illustrations, figures, and graphs. Please protect camera-ready copy when mailing the manuscript.

SUBJECT CONTENT

College & Research Libraries includes articles in all fields of interest and concern to academic and research libraries. Well-done manuscripts on all aspects of academic and research librarianship will be considered. Manuscripts may include research studies, case studies, descriptive narratives of successful and unsuccessful ventures, thoughtful discussions of issues in librarianship, and other suitable methods.

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Editorial board readers address themselves to the content and style of the manuscript. Main areas of consideration are:

- Does the manuscript make a new contribution to the literature?
- Is the method used appropriate to the subject?
- Does the evidence presented support the hypothesis?
- Does the author communicate clearly with an educated yet not necessarily specialized audience?
- Does the literature review place the research or opinions in perspective?
- Does the literature review place the research or opinions in perspective?

This review process takes eight to ten weeks. After the decision has been made, the editor writes to the author accepting the manuscript, accepting it contingent on revisions, or rejecting it. Authors may not submit manuscripts to other publications while a C&RL review is in progress.

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Manuscripts submitted to Research Notes may include shorter research reports on topics of general concern to academic librarianship (the reports can cover planned, in-progress, and completed research); identification of research problems; original contributions to the research process itself (e.g., innovative presentations of research designs and methodologies); critical bibliographical essays; and critical essays. All papers submitted are refereed. Authors should follow the manuscript preparation instructions detailed above and submit articles directly to Larry R. Oberg, Research Notes Editor, Willamette University, 900 State Street, Salem, Oregon 97301; or contact e-mail loberg@jupiter.willamette.edu

PUBLICATION

If accepted, manuscripts generally appear about nine months after completion of the review process. The editor may offer recommendations for changes when the article is accepted. Further editing may occur to tailor the article to C&RL's style.

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FILING

Filing is word-by-word (ALA, 1968)

ABBREVIATIONS

Standard abbreviations are used except in titles. Names of some organizations, ALA, ACRL, LC, etc., are also abbreviated and are alphabetized as if spelled out.

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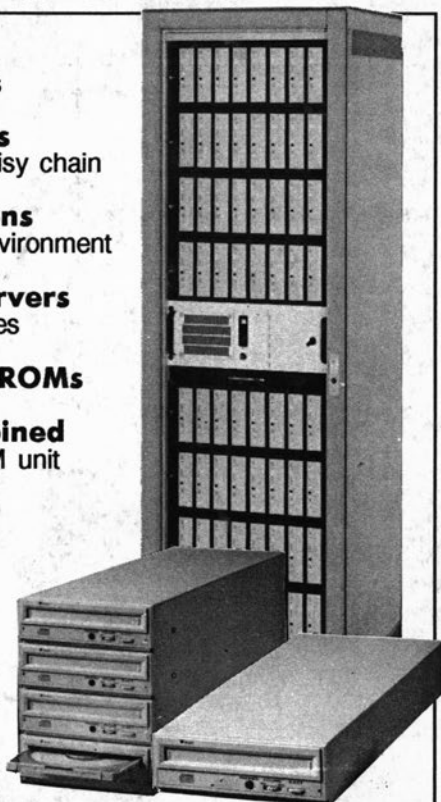
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